

Adding Contacts to an Email Account Tutorial #12

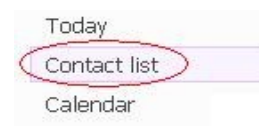
Adding Contacts

Adding contacts in your contact list is a very useful tool because you do not have to remember every one's email address, it saves you time in typing in their email, and it provides easy contact retrieval.

Hotmail: Adding Contacts Instructions

To begin adding a contact, simply:

- (1) Sign into your Hotmail account
- (2) Select "Contact list" located on the left hand side of the screen
- (3) Left click on "New."



- (4) Type in the contact information for that user (name, telephone, email address, etc.)
- (5) Left click on "save"



Yahoo: Adding Contact Instructions

To begin adding a contact, simply:



- (1) Sign into your Yahoo account
- (2) Left click "Contacts" from the top menu
- (3) Left click on "Add Contact"



- (4) Type in the contact information for that user (name, telephone number, email, etc.)
- (5) Left click on "Save"

Note: To send an email to a person on your contact list, all you have to do is open your new blank message, begin typing in the person's name or email. The contact information will appear below the "To:" section.